

United States District Court, Southern District of Florida
Notice of Vacancy

Position Title: Law Clerk to U. S. District Judge Joan A. Lenard
No. of Vacancies: One full-time position
(For an initial one-year term appointment with prospect that employment may be extended)
Ann. No: 2017-JDS-06
Location: Miami, Florida
Salary Range: Commensurate with Legal Work Experience - *Additional Information provided below*
Open Date: February 27, 2017
Closing Date: Open Until Filled
Desired Start Date: March 13, 2017

There is a lifetime limitation of four (4) cumulative years of term clerkship service with the United States Courts.

Position Overview

Law Clerk responsibilities: Enjoys full responsibility for all aspects of assigned civil cases from inception to conclusion, and enjoys limited responsibility for criminal cases at the Judge's direction. Reviews complaints, petitions, motions, and pleadings that have been filed to identify and analyze the issues involved and basis for relief; performs legal research as required; identifies problem areas, makes recommendations, and offers solutions in assigned cases; provides information and advice to the Judge in connection with pending litigation; drafts appropriate recommendations and substantive orders; keeps abreast of changes in the law to aid the Judge in keeping current; and performs other duties as assigned.

Minimum Qualifications/Requirements

- To qualify for the position of law clerk on the personal staff of a federal judge, a person must be a law school graduate (or be certified as having completed all law school studies and requirements and merely awaiting conferment of degree) from a law school of recognized standing, and have one or more of the following attributes:
- Standing within the upper third of the law school class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools;
- Experience on the editorial board of a law review of such a school;
- Graduation from such a school with an LLM degree; or
- Demonstrated proficiency in legal studies which in the opinion of the judge is the equivalent of one of the above.

Court Preferred Skills:

- At least one year working as a law clerk for a federal judge is strongly preferred.
- If no prior federal law clerk experience, at least one year as a law clerk for a state judge or prior litigation in the private or public sector after law school graduation is required.
- A standing within the upper twenty percent (25%) of the class upon graduation from law school and law review or journal experience.
- Outstanding legal research and analytical skills, and the ability to write in a crisp, clear, and concise manner.
- Proficient computer skills, internet research, and word processing skills.

Salary

The pay rate offered is subject to Judicial Officer approval.

Eligible for Appointment at JSP Grade Level:	Years of Legal Work Experience Required after Law School Graduation:	Bar Membership Required
JSP Grade 11, Step 1 (\$63,909)	0	No
JSP Grade 12, Step 1 (\$76,602)	1 Full-Time Year	Yes
JSP Grade 13, Step 1 (\$91,089)	2 Full-Time Years	Yes

JSP Grade 14, Step 1 (\$107,640)*	3 Full-Time Years	Yes
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**Availability of the JSP Grade 14 pay rate is subject to restrictions of the Judicial Salary Plan pay system as no judge may increase to more than one the number of chambers law clerks paid at the rate of JSP 14 or above. In addition, appointment at or promotion to JSP Grade 14, requires two years of federal chambers law clerk, staff attorney, pro se law clerk, bankruptcy appellate panel law clerk, or death penalty law clerk experience.*

Personal Characteristics

The successful candidate is mature, responsible, poised, tactful, exercises good judgment, uses initiative, and maintains a professional appearance and demeanor at all times. Candidate is also able to work harmoniously with others and communicates effectively, both orally and in writing.

Background Check

This is a Sensitive position within the Judiciary. The selected candidate will be subject to a criminal history background check and a technical fingerprint check through the FBI Criminal Justice Information Services Division database as a condition of employment. Employment will be considered provisional until the background check is completed.

Benefits

The following benefits are available to Term Law Clerks appointed for at least one year and one day:

- Ten paid national holidays per calendar year.
- Participation in a pre-tax Federal Employees Health Insurance Program.
- Participation in group insurance programs: Dental/Vision, Life, and Long Term Care
- Participation in a pre-tax Flexible Spending Accounts.

How To Apply

Qualified applicants should submit required documents “**electronically**” and in **pdf format only**. Please make sure to annotate “**Law Clerk Application**” on **subject line** and **email** to lenard@flsd.uscourts.gov. Please Do Not copy/paste your documents into the email. If you do not follow all application requirements, your application will not be considered.

A complete Application Package includes:

1. Detailed **Resume** that includes exact dates of employment
2. Two (2) recent **Letters of Recommendation***
3. Copy of undergraduate and law school **Transcripts***
4. Copy of **bar membership**, if applicable
5. Two (2) **legal writing samples**.

* If electronic copies of Letters of Recommendation and Transcripts are not available, they may be mailed to chambers at:

Judge Joan A. Lenard
400 N. Miami Avenue, Room 12-1
Miami, FL 33128

Employment with the United States Courts

Employees of the United States District Court serve under “Excepted Appointment” and are considered “At-Will” employees. The Federal Courthouse and Chambers are designated as non-smoking areas. EFT

(Electronic Funds Transfer) is mandatory, therefore payment for net pay (paycheck) is issued via direct deposit. The United States District Court is an equal opportunity employer.